Approved For Release 2000/08/10 : CIA-RDP54-00252A000100050003-1

~~SECRET~~
~~Security Information~~

12 September 1958

~~CONFIDENTIAL~~

MEMORANDUM: FOR THE RECORD

SUBJECT : Regular Weekly Staff Meeting

1. The seventh weekly staff meeting was held on Tuesday 9 September 1958. [redacted] were in attendance.

2. The following general items were discussed:

a. In answer to [redacted] question concerning the addressing and signing of course announcements and schedules, Col. Baird approved the addressing of routine announcements to "Training Officers, DDP". Col. Baird repeated his stipulation in his memorandum to the DD/TR(S) dated 4 September that announcements of special courses addressed to or sent as information copies to the heads of major organization components would be signed personally by the D/TR.

b. Col. Baird authorized the DD/TR(S) to continue working with and transmitting correspondence directly to the chiefs of area divisions concerning routine training matters. Matters pertaining to policy will be conducted by or through the D/TR.

c. Col. Baird assigned responsibilities to the Deputy Directors and the Chief, Support Staff to be effective during his absence. The assignments were confirmed in writing to each officer concerned.

d. As a result of the uncertainty as to the new training [redacted] setup under the DDP, Col. Baird suggested that [redacted] be requested to provide OTR with such information.

e. Col. Baird referred a written request from OTE concerning documentation for training to [redacted]. The request had been improperly addressed to [redacted]

f. [redacted] announced that he had received a request from [redacted] of the Requirements Staff to provide operational support people with training in research techniques. He suggested that [redacted] establish a [redacted] type course to provide such training to a minimum number of people. Col. Baird indicated that this might be a case in which it would be wiser not to undertake the program rather than do a poor job in conducting it. [redacted] indicated that he felt some of the present TR(S) courses might be of benefit to Requirements Staff employees. [redacted] is to consult with [redacted] to determine what OTR can offer to satisfy their training requirements.

Document No. 007
NO CHANGE in Class.
Class. CHANGED TO: TS S C
DECLASSIFIED
Auth: DDA LTR 4 Apr 77
Date: 24 Jan 78 By: 021

25X1A9a

~~SECRET~~
~~Security Information~~ ~~CONFIDENTIAL~~

Approved For Release 2000/08/10 : CIA-RDP54-00252A000100050003-1

Approved For Release 2000/08/10 : CIA-RDP54-00252A000100050003-1

25X1A9a

g. Col. Baird raised the question of DDA personnel enrolling in TRG courses. As a matter of policy, he feels that support personnel where justified should be accepted in order to better equip them to support operations. [redacted] stated that such persons are now being accepted for certain courses with proper justification within the capacity of TR(S).

[redacted] 25X1A9a

Approved For Release 2000/08/10 : CIA-RDP54-00252A000100050003-1